

# Resources for Improved **Customer Service**



## **Contracting Department**

Fleet & Industrial Supply Center  
1968 Gilbert Street  
Naval Station  
Norfolk, Virginia 23511

## **Table of Contents**

Introduction	2
Contracting Department Directory	3
Purchase Request Submission	4
Purchase Request Processing Timeframes	5
Requisition Status	5
Contacting Customers for Information	5
Sample Purchase Request Forms	6
Sample DD Form 1149	7
Sample NAVCOMPT Form 2276	9
Purchase Request for Supplies and Services Checklist	10
Urgent Purchase Requests	12
Urgency Impact Statement	12
Determining Priority	12
Sole Source Procurements	14
Sole Source Justification Form	14
Mandatory Sources of Supply	15
Purchase Description	16
Brand Name or Equal	16
Items Requiring Special Attention	17
Sample J&A for GSA	19
Due Dates for End of Fiscal Year Contracting Requests	23

## **Introduction**

This guide is designed to provide our customers with our procurement procedures and assist them in the submission of quality requisitions. It is our goal that through the use of this guide for document preparation, the Fleet & Industrial Supply Center will be able to provide better service in terms of cost, timeliness and quality.

## **Contracting Department**

### **Our Mission**

Support operations by providing quality logistics support services focusing on the unique needs of each customer.

### **Our Vision**

We will deliver value to our customers in the acquisition of their supplies and services.

### **Our Services**

We provide a full range of acquisition services specializing in contracting for:

- 3rd Party Logistics / Direct Vendor Delivery
- A-76
- Base Support Services (Household Goods, Food Services, etc.)
- Engineering and Technical Support Services
- Equipment and Hardware (including maintenance services)
- Port Services (Husbanding)
- Shipboard Habitability
- NMCI
- Ship and aircraft components
- Ship and aircraft repair services
- Industrial support

## Contracting Department Directory

Representative	Phone
Customer Assistance Desk	(757) 443-1378
Department Director and Technical Director	(757) 443-1601
Office of Counsel	(757) 443-1092
Deputy for Small Business	(757) 443-1435
Director, Maritime NNSY Industrial Contract Operations Division	(757) 396-8037
Maritime NNSY Industrial – Nuclear Branch	(757) 396-8356
Maritime NNSY Industrial – Non-Nuclear Branch	(757) 396-8352
Director, Operating Forces/Family Support Contract Operations Division	(757) 443-1443
Habitability Branch	(757) 445-1444
Fleet Readiness Branch	(757) 443-1385
Forces/Family Branch	(757) 443-1342
Director, Shore Installation Management/Regional Contract Operations Division	(757) 443-1347
NMCI Regional Branch	(757) 443-1454
Region I Branch	(757) 443-1444
Region II Branch	(757) 443-1362
Director, Maritime PNS Industrial Contract Operations Division	(207) 438-2421
Director, Procurement Performance Management Assessment Program	(757) 443-2063
Director, Acquisition Business Management Division	(757) 443-1603

## Purchase Request Submission

Purchase requests for supplies and/or services are normally submitted on either a DD Form 1149 or NAVCOMPT Form 2276. Examples of each of these forms are provided in this guide. Purchase requests may be submitted to FISC Norfolk in a variety of methods.

- E-Mail: You can submit a scanned copy of your signed purchase request(s) to our Customer Assistance Desk via e-mail. The e-mail address is as follows:

adriane.rawls@navy.mil

- Hand Delivery, Mail or Fax: You may submit your requisitions via fax, hand delivery or mail to the site that is closest to your command. The following information is provided:

### Mailing Address:

Fleet & Industrial Supply Center  
Contracting Department  
1968 Gilbert Street, Suite 600  
Norfolk, VA 23511-3392

FAX: (757) 443-1376 DSN 646-1376

## Purchase Request Processing Timeframes

Our goal is to process routine purchase requests within the specified cycle timeframes as indicated below:

Requirements < \$25K	20 Calendar Days
Requirements \$25K to \$100K	30 Calendar Days
Requirements >\$100K	FISC Norfolk will contact you within five days of receipt of your requisition. At this time, we will work with you to develop a mutually agreeable milestone plan, and award the contract in accordance with the plan.

## Requisition Status

There are several ways you can check the status of your purchase request. They are as follows:

Navy Integrated Call Center (NICC)	Phone: 877-418-6824 ( <i>Toll Free</i> )
	E-Mail: <a href="mailto:nicc@navy.mil">nicc@navy.mil</a>
One Touch Support (OTS) Website	<a href="http://www.onetouch.navy.mil">www.onetouch.navy.mil</a>
Contracting Department Customer Assistance Desk	Phone: 757-443-1378 DSN 646-1378
	Fax: 757-443-1376 DSN 646-1376
	E-Mail: adriane.rawls@navy.mil

## Contacting Customers for Information

In the event further information is required to process your requirement, FISC Norfolk will contact the point of contact identified on the purchase request. The following plan will apply to all requests for information. This plan provides the buyer/contract specialist and the customer established periods for obtaining necessary information. This will ensure that FISC has sufficient time to support all customers without spending undue time on unnecessary calls.

- ☑ **Step One:** Day One, requisition contains incomplete information. Buyer/contract specialist notifies customer and requests the additional information.
- ☑ **Step Two:** Four working days later if the information is still not received. Buyer/contract specialist again requests information from the customer.
- ☑ **Step Three:** Two working days after Step Two follow-up. Cancel requisition and send back to customer.

## Sample Purchase Request Forms

A sample of the DD Form 1149 and NAVCOMPT Form 2276 are provided. The required information for each form type is provided as follows:

### DD Form 1149


BLOCK	ENTRY
A From	Name, Organization and address of requesting activity
B To	Name, Organization and address of contracting activity
C Ship To – Mark For	Delivery location or customer pick-up if indicated. Must include two points of contact, telephone numbers and e-mail addresses.
D Appropriation Data	Complete line of accounting to include fund code
E Requisition Date	Self-explanatory
F Requisition Number	Self-explanatory
G Date Required	Latest possible acceptable date to meet operational requirements
H Priority	The urgency of need of the end use requirement specified based on the requisitioner's Force/Activity Designator (FAD)
I Signature	Signature of authorized requesting activity official
J Description	Adequate purchase description which sets forth the essential physical and functional characteristics of the supplies or services required. A purchase description should include the following characteristics, as necessary, to describe the Government's minimum requirements: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input checked="" type="checkbox"/> Common nomenclature </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> Kind of material (i.e. type, grade, alternatives, etc.) </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> Electrical data, if any </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> Dimensions, sizes or capacity </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> Intended use, including location within assembly and essential operating conditions </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> Equipment with which the item is to be used </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> Other pertinent information, that further describes the item, material or services required </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> If a vendor part number is cited, provide the manufacturer part number </div> </div>
K Suggested Source of Supply	Name, address and telephone number of the suggested source of supply. If possible, please provide a point of contact and extension as well.
L Quantity / Unit of Issue	Quantity and unit of issue of the supplies or services being requested
M Unit Price / Extended Price	Unit price and extended price of each supply or service being requested





## NAVCOMPT Form 2276

<b>BLOCK</b>	<b>ENTRY</b>
A Requisition Number	Self-explanatory
B Priority	The urgency of need of the end use requirement specified based on the requisitioner's Force/Activity Designator (FAD)
C Date Required	Latest possible acceptable date to meet operational requirements
D From	Name, Organization and address of requesting activity
E For Details Contact	Must include two points of contact, telephone numbers and e-mail addresses.
F To	Name, Organization and address of contracting activity
G Mail Invoices To	Name, Organization and address where invoices are to be mailed to.
H Appropriation Data	Complete line of accounting to include fund code
I Description	Adequate purchase description which sets forth the essential physical and functional characteristics of the supplies or services required. A purchase description should include the following characteristics, as necessary, to describe the Government's minimum requirements: <div style="display: flex; flex-wrap: wrap;"> <div style="flex: 50%;"> <input checked="" type="checkbox"/> Common nomenclature  <input checked="" type="checkbox"/> Electrical data, if any  <input checked="" type="checkbox"/> Intended use, including location within assembly and essential operating conditions  <input checked="" type="checkbox"/> Other pertinent information, that further describes the item, material or services required </div> <div style="flex: 50%;"> <input checked="" type="checkbox"/> Kind of material (i.e. type, grade, alternatives, etc.)  <input checked="" type="checkbox"/> Dimensions, sizes or capacity  <input checked="" type="checkbox"/> Equipment with which the item is to be used  <input checked="" type="checkbox"/> If a vendor part number is cited, provide the manufacturer part number </div> </div>
J Suggested Source of Supply	Name, address and telephone number of the suggested source of supply. If possible, please provide a point of contact and extension as well.
K Quantity / Unit of Issue	Quantity and unit of issue of the supplies or services being requested
L Unit Price / Extended Price	Unit price and extended price of each supply or service being requested
M Signature	Signature of authorized requesting activity official

1. THIS REQUEST MUST BE ACCEPTED ON A DIRECT CITATION BASIS OF THE CONDITIONS LISTED ON THE REVERSE SIDE.										2. DOCUMENT NUMBER N0007003RC65012	
3. REFERENCE NUMBER		4. FUNDS EXPIRE ON 30 SEP 03		5. DMS RATING		6. PRIORITY 15		7. DATE REQUIRED 15 MAR 03		8. AMENDMENT NO. BASIC	
9. FROM UIC Commander US Atlantic Fleet 1562 Mitscher Ave. Suite 250 Norfolk, VA 23511-2487						10. FOR DETAILS CONTACT: PRIMARY: ET1(SW) THOMPSON @ 619-556-0081 x 7342 E-MAIL: ronald.thompson@navy.mil ALTERNATE: ET2 STEPHENS @ 556-0002 x 7347 E-MAIL: mathew.stephens@navy.mil					
11. TO: UIC Fleet and Industrial Supply Center 1968 Gilbert Street, STE 600 Norfolk, VA 23511-3392						12. MAIL INVOICES TO: Commander US Atlantic Fleet 1562 Mitscher Ave. Suite 250 Norfolk, VA 23511-2487					
13. ACCOUNTING DATA TO BE CITED ON RESULTING CONTRACTS											
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BU. CONTROL	F. SA	G. AAA	H. TT	I. AAA	J. COST CODE	K. AMOUNT	
AA	1741804	70RA	000	00070	0	065688	2D	N00070	0007003RC65012	\$12,500.00	
14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ISSUER.								L. TOTAL THIS DOCUMENT		\$12,500.00	
								M. CUMULATIVE TOTAL		\$12,500.00	
PROCUREMENT BY CONTRACT <input type="checkbox"/> OR BY OTHER MEANS <input checked="" type="checkbox"/> THESE ITEMS <input type="checkbox"/> ARE <input checked="" type="checkbox"/> NOT <input type="checkbox"/> ARE <input type="checkbox"/> PRESERVE SERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED IN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> HAS <input checked="" type="checkbox"/> HAS NOT BEEN ACCOMPLISHED											
A. ACRN	B. ITEM NO.	C. FSC	D. DESCRIPTION (NAT., STOCK NO., SPEC AND/OR DRAWING NO., ETC.)				E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT	
	0001	S203	CONTRACTOR PROVIDED MANAGEMENT, LABOR, AND SUPPORT TO PERFORM MESS ATTENDANT, SCULLERY, AND STOCK CLERK SERVICES ONBOARD USS TARAWA (LHA 1). STATEMENT OF WORK (SOW) IS ATTACHED.  PERIOD OF PERFORMANCE: 15 MAR 03 - 30 SEP 03  SUGGESTED SOURCE OF SUPPLY: ELIZABETH & ASSOCIATES MANAGEMENT SERVICES COMPANY 1760 FREMONT BLVD #B0-60 SEASIDE CA 93955 PHONE: 631-394-7906 POC: RICK R. REESE				1	GP	\$12,500.00	\$12,500.00	
16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.										I. GRAND TOTAL	
17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)											
18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED			AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE)  ROBERT E. PRIMROSE, JR. BUDGET ANALYST							DATE 3 FEB 03	
19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH.			ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE)   							DATE	

## Purchase Request for Supplies and Services Checklist

FISC has developed a checklist to assist you when preparing your purchase requests. This checklist will ensure that we receive information necessary to purchase what you need, or coordinate the service you require in a timely manner. Your assistance in providing this information will expedite the procurement process, and will alleviate unnecessary calls requesting further information.

### Required on ALL purchase requests

- ☐ Authorizing signature
  - ☐ Requisition number
  - ☐ Required delivery date (latest possible acceptable date to meet operational commitments), and delivery instructions (delivery location or customer pick-up indicated) *or* Period of Performance
- NOTE: All efforts will be made to meet your required date(s). However, be advised that FISC has no control over contractor availability.*
- ☐ Appropriate priority designator
  - ☐ Complete line of accounting to include fund code
  - ☐ Quantity / Unit of Issue
  - ☐ Suggested source of supply (including address, telephone number and point of contact).
  - ☐ Primary and alternate points of contact, phone number(s), extension(s), technical POC's and e-mail addresses
  - ☐ Legible (hand written NOT acceptable) and double spaced when submitted on DD 1149 or NAVCOMPT 2276
  - ☐ For requisitions under \$2,500, a written justification is required detailing the circumstances that prevent the use of the purchase card.

### Required on Purchase Requests for Supplies

- ☐ Complete purchase description to include the minimum critical features the equipment must contain and a copy of the drawing, if applicable. Copy of catalog page, drawing or photo if possible.
- ☐ Complete description of end item application/next higher assembly (NHA). Include manufacturer, model, serial number and description of NHA for all items which must fit existing equipment.
- ☐ Manufacturer's name and part number (vendor part numbers may be cited, however, always include manufacturer's data). Include CAGE code, if known, and a complete address of manufacturer and suggested source if different from manufacturer. Provide small business source of supply, if available, along with their part number(s), availability, point of contact and telephone number.
- ☐ Adequate sole source justification, if applicable.

## Required on Purchase Requests for Services

- ☐ Manufacturer of item to be repaired
- ☐ Original acquisition (purchase) cost
- ☐ Indicate model number, part number and serial number for each piece of equipment to be repaired.
- ☐ Description of the specific problem ("Does not work" is not sufficient). Be specific as to what function machine will not perform.
- ☐ Indicate whether the work is to be completed at the activity location.
  - If **yes**, provide location of equipment (address, bldg #, floor, room #, etc. If afloat unit, location of ship and location aboard ship, i.e. Pier 12, NOB, Communications Office).
  - If **no**, indicate if activity will deliver and pick-up equipment at contractor's place of business or if you want the contractor to pick-up and deliver.

*NOTE: It is the activity's responsibility to ensure all security arrangements are made for the contractor's access to the base and piers.*

- ☐ Required completion date for the service/repair.
- ☐ Indicate any specifications that the repair has to be in accordance with (e.g. MIL-SPEC, FED-SPEC, technical manuals or drawings, etc.)

*NOTE: Please ensure this repair is not covered on an existing warranty or maintenance agreement prior to submitting to FISC for purchase action.*

## Urgent Purchase Requests

Urgent requirements are supplies or services that will result in a work stoppage, or are mission critical and the routine processing time would result in injury to the government. Urgent requirements that are identified by the customer and documented with a valid urgency impact statement will be worked by FISC immediately upon receipt. Urgent requirements can be either e-mailed, hand carried or faxed. If you fax your requirement, please call the purchasing office and advise them that an urgent requirement is on the way. Once the fax is received, immediate processing will begin. Good two-way communication is key to our success!

## Urgency Impact Statement

Please ensure your urgency impact statement explains the following:

- The impact to your mission (i.e. the specific "harm" that will result) if you do not receive the material or service by the required delivery date,
- The special circumstances and conditions that exist validating the requirement as an "urgent"

FISC has developed a Justification of Urgent Acquisition form, which may be used to document your urgency of need. This form is optional, but we recommend using it. It will assist you in addressing the mandatory issues required when documenting the urgency of need, and obtaining the required approval signature within your activity.

## Determining Priority

### Force Activity Designators (FAD)

- FAD I: Forces in combat.
- FAD II: Units with mission to deploy in 24 hours.
- FAD III: Units with mission to deploy in 30 days.
- FAD IV: Units with mission to deploy in 90 days.
- FAD V: Units without a combat mission.

### Urgency of Need Designators (UND)

- UND A: The end item is NMCS. Supply urgency is due to want of the part.
- UND B: The end item is ANMCS. Supply urgency is due to want of the part, or there is a zero balance in the PLL stock.
- UND C: Used for routine repairs or replenishment of PLL not at zero balance.

FAD	UND		
	A	B	C
I	01	04	11
II	02	05	12
III	03	06	13
IV	07	09	14
V	08	10	15

Date \_\_\_\_\_

From:

To: Contracting Officer, Fleet and Industrial Supply Center Norfolk

Subj: **JUSTIFICATION FOR URGENT ACQUISITION OF** \_\_\_\_\_

Ref: (a) Procurement Request No(s) \_\_\_\_\_

(b) Federal Acquisition Regulation 13.106-1(b)

2. **URGENCY:** This justification is provided to support the processing of reference (a) on an urgent basis (i.e., more quickly than the routine cycle timeframes of 20 days for requirements less than \$25,000 and 30 days for requirements greater than \$25,000 but less than \$100,000. Processing of a requirement on an urgent basis may allow the soliciting from a single source if Contracting Officer determines that the circumstances deem only one source reasonably available. This justification is based on the following facts:

\_\_\_\_ Date on which the requirement was first identified. \_\_\_\_\_

\_\_\_\_ Date on which the requirement was submitted. \_\_\_\_\_

Required delivery date. \_\_\_\_\_

\_\_\_\_ Explanation of the special circumstances and conditions that exist validating the requirement as "urgent".

\_\_\_\_ The impact to your mission (i.e., the specific harm that would result) if you do not receive the material or service by the required delivery date. . (Note: Delays in production schedules alone or failure to expend monies are not acceptable reasons for justifying urgency.)

\_\_\_\_ Estimated production lead time for the item (how long will it take the contractor to produce the item gets a contract)

\_\_\_\_ If the requirement is urgent and includes options, why are the options also urgent?

The following firms were contacted and have indicated that they cannot provide an item that will meet the needs of the Government.

(Company Name)	(Person Contacted)	(Date of call)	(Reason*)
----------------	--------------------	----------------	-----------

(Company Name)	(Person Contacted)	(Date of call)	(Reason*)
----------------	--------------------	----------------	-----------

(Company Name)	(Person Contacted)	(Date of call)	(Reason *)
----------------	--------------------	----------------	------------

\*Possible reasons that a firm could not provide a supply or service include it is something the company does not manufacture, their product line does not meet the minimum performance requirements of the Government, they could not meet the Governments delivery requirement and/or other similar reasons.

3. I hereby certify that the above information is accurate and complete to the best of my knowledge and belief

Submitted: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
(Technical/Equipment Specialist) (If required) Activity Competition Advocate

Reviewed: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
(Requirement/Supervisor) (Contracting Officer)

## Sole Source Procurements

Federal regulations require all procurement offices to seek competition on all purchases over \$2,500 and to rotate sources for all purchases. "Sole Source Acquisition" means a contract for the supplies or services that is entered into or proposed to be entered into by an agency after soliciting and negotiating with only one source. FISC Contracting Officers can authorize sole source procurement only after it has been determined that the activity has provided a valid sole source justification. Some valid reasons are:

1. Repair parts only available through equipment manufacturer (market survey has been conducted).
2. Compatibility with existing equipment (requires documentation of existing equipment value and special features, which require compatibility that no other manufacturer can provide).
3. The source can / has established proprietary rights in the item or service required.
4. The work is so closely related to that of an on-going contract that it would not be feasible to consider another potential contractor.
5. Similar products lack features that are necessary to meet the Government's minimum needs or other contractors are not qualified to perform necessary services (specific, detailed features or qualifications must be provided in the purchase description or statement of work).
6. Compliance with the agency's standardization program (e.g. Shipboard Copier Program (SCP)).
7. Authorized or required by statute (e.g. Federal Prison Industries (FPI), National Industries for the Blind (NIB), National Industries for the Severely Handicapped (NISH), Defense Automated Printing Service (DAPS)).
8. National security - disclosure of the agency's needs would compromise the national security.

Some of the reasons sole source may **not** be based are:

1. Lack of advanced planning by the requiring activity; or
2. Concerns related to funds expiration or the amount of funds available to the activity.

It is the responsibility of each activity to provide and certify as accurate and complete necessary data to support the recommendation for sole source procurement. Each justification shall contain sufficient facts and rationale to justify sole source procurement. It must have a full explanation as to why the item, or in the case of services, the vendor, is the only one that will satisfy the government's requirement to the exclusion of all others. Statements such as "only known source" or "only source that can meet required delivery date" are not sufficient. "Urgency" is not a justification. "Must be compatible with existing equipment" is not enough information to constitute a valid sole source justification. The term "do not substitute" is not adequate. Requisitions received with statements such as these must be accompanied by a sole source justification. An adequate sole source justification must include the following minimum information:

1. The intended use of the item or service
2. A description of the item to include the critical or unique characteristics of the material or service which are mandatory that limit the requested item to a sole source.
3. The reason why no other source can furnish the requested item (e.g. patents, copyrights or other proprietary data).

FISC has developed a Sole Source Justification form that may be used to document your sole source justification. This form is optional, but we recommend using it. It will assist you in addressing the mandatory issues required when documenting a sole source justification, and obtaining the required approval signature within your activity.

Date \_\_\_\_\_

**MEMORANDUM FOR SIMPLIFIED ACQUISITIONS (<100K)**

Prom:

To: Contracting Officer, Fleet and Industrial Supply Center Norfolk

Subj: **JUSTIFICATION FOR SOLE SOURCE ACQUISITION OF**

Ref: (a) Procurement Request No(s) \_\_\_\_\_  
(b) Federal Acquisition Regulation 6.302-1

**1. SOLE SOURCE:** This justification is provided to support contracting without full and open competition for subject requirement as authorized by 10 U.S.C. 2304(c)(1) in that the supplies or services are available from only one responsible source and no other type of supplies/services will satisfy the minimum needs of this agency. This determination is based on the following facts:

\_\_\_\_ Specifications/drawings (attached) contain proprietary or restricted use legends.

\_\_\_\_ This is a one-time buy making reverse engineering costs prohibitive.

\_\_\_\_ The restrictive rights legend will be challenged.

\_\_\_\_ \_\_\_\_\_ is the only source of supply. The following firms were contacted and have indicated that they cannot provide an item that will meet the needs of the Government.

_____ (Company Name)	_____ (Person Contacted)	_____ (Date of call)	_____ (Reason*)
_____ (Company Name)	_____ (Person Contacted)	_____ (Date of call)	_____ (Reason*)
_____ (Company Name)	_____ (Person Contacted)	_____ (Date of call)	_____ (Reason*)

\*Possible reasons that a firm could not provide a supply or service include it is something the company does not manufacture, their product line does not meet the minimum performance requirements of the Government, they could not meet the Governments delivery requirement and/or other similar reasons.

\_\_\_\_ This is an aircraft/ship repair part/service that is available only from the original equipment manufacturer. Award to any other source would pose safety of flight issues/shipboard safety issues/shipboard habitability and/or would result in unacceptable delays in fulfilling the requirement.

\_\_\_\_ Action will be implemented to identify additional sources for future buys.

\_\_\_\_ Action cannot be taken to establish additional sources because \_\_\_\_\_

\_\_\_\_ Action taken to establish NSN when applicable.

\_\_\_\_ Supply or service is required to be delivered by \_\_\_\_\_. Any delay in delivery beyond that date would preclude mission readiness by \_\_\_\_\_.

\_\_\_\_ Additional comments (if any) \_\_\_\_\_

2. I hereby certify that the above information is accurate and complete to the best of my knowledge and belief

Submitted: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
(Technical/Equipment Specialist) (If required) Activity Competition Advocate

Reviewed: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
(Requirement)/(Supervisor) (Contracting Officer)



## Mandatory Sources of Supply

Before you begin searching for a local vendor for that supply or service you need, we'd like to remind you of some mandatory sources that must be reviewed before you make that local call. The Government has established some programs that, by law, require us to purchase supplies and services from specific governmental organizations if the supply or service is available from them. Prior to soliciting any private sector business, we must solicit these mandatory sources first in descending order of priority:

- Agency Inventories, i.e., the DLA stock system.
- Federal Prison Industries (FPI), also referred to as UNICOR. As the name implies, supplies are manufactured and services provided by inmates within our federal prisons.
- National Industries for the Blind (NIB). This organization employs individuals who are legally blind to produce supplies routinely stocked by government agencies. Most of the products have a National Stock Number (NSN).
- National Industries for the Severely Handicapped (NISH). This organization employs individuals who are severely handicapped to provide various types of services to the government. Like NIB, NISH also manufactures some stock numbered products.

Special procedures must be followed before procuring an item available from a mandatory source on the open market. Therefore, it is strongly suggested that you review these sources before submitting your request to the contracting office. Waiver and ordering procedures are found at each of the mandatory source web sites. In the case of FPI, a comparison of products must be accomplished following specific procedures. Please contact the contracting office for assistance in this area.

When submitting purchase requests to FISC, please ensure any waivers you have received are attached. This will avoid any unnecessary processing delays. Purchase requests received for supplies or services available from mandatory sources that do not have waivers are returned to our customers for expedited waiver processing.

In addition to the above mandatory sources, there is another program, which has been designed as a "preferred source of supply" and must be reviewed before looking for a local vendor.

The GSA Federal Supply Schedules (FSS) provide a large selection of all types of commodities at very competitive prices. While FSS contracts are a preferred source, we can solicit from non-schedule vendors if the contracting officer has determined that is in the best interest of the government (e.g. does not meet your quality or delivery requirements).

All of these organizations carry a wide range of products and services. Their full line catalogs are available on the Internet and can be viewed at the following websites:

FPI: [www.unicor.gov](http://www.unicor.gov)  
NISH: [www.nish.org](http://www.nish.org)  
JWOD: [www.jwod.org](http://www.jwod.org)

NIB: [www.nib.org](http://www.nib.org)  
FSS: [www.gsa.gov](http://www.gsa.gov)  
JWOD ordering: [www.jwod.com](http://www.jwod.com)

## Items Requiring Special Attention

There are times that law or statutes require special approvals or waivers before FISC can contract for certain types of requirements. Additionally, there are specific items that cannot be procured with appropriated funds. Appropriated funds are provided by Congressional Act and have been designated for specific purposes only. The NAVSUPINST 4200.85C, Enclosure (2), contains a list of items that have been identified as requiring "special attention." Screening your purchase requests against this list prior to submitting to FISC will prevent unnecessary processing days. The following items are currently in the "List of Items Requiring Special Attention."

Advance Payments	Advertising
Airlift Assets	Asbestos And Asbestos-Containing Materials
Black Oxide Coated Brass Threaded Fasteners	Calling Cards, Business Cards And Employee Identification, Christmas Decorations And Other Seasonal Decorations
Coffee Pots, Coffee, "Refreshments"	Commercial Vehicles, Purchase Of
Commercial Or GSA Vehicles, Rental/Lease Of (Without Drivers)	Commercial Vehicles With Drivers For The Purpose Of Transporting Supplies Or Personnel, Rental Of
Construction And Other NAVFAC Services/Supplies	Exchange Of Personal Property
Hazardous Material And Hazardous Waste Disposal Contracting	Fireworks Display
Industrial Plant Equipment	Incentive Music And Equipment
Lodging And Meals	Investment Item
Medical/Dental Care At Civilian Non-Federal Sources	Luggage
Navy Exchange Purchases	Membership Dues
Personal Services	Ozone Depleting Substances (Class I)
Plaques, Ashtrays, Christmas Cards, Paperweights, And Other Mementos As Give-Away Items	Pesticides
Post Office Box Rental	Plastics Aboard Ship
Purchase From Government Employees Or Business Owned Or Controlled By Government Employees	Printing And Duplication
Sensitive Compartmented Information In Contracts	Reprographic Equipment
Shipboard Habitability Equipment, Including Furniture, Laundry/Dry Cleaning And Food Service Equipment	Service Contracts Crossing Fiscal Years
Training	Telephone Equipment And Services
Uniform Items	Transportation, Purchase Of
Withdrawal Of Tax-Free Ethyl And Specially Denatured Alcohol	Visual Information (VI) Equipment And Material, Visual Information/Audiovisual (AV) Production Including Interactive Video (IVD) Acquisition; Visual Information/Acquisition Of Commercial Off-The-Shelf Visual Information (VI) Productions

It's not uncommon that after reviewing this instruction, you still may be unclear as to whether or not your requirement falls within the category or definition, or it can be bought using appropriated funds, etc. Should this occur, our local Procurement Performance Management Assessment Program Team and

Legal Counsel stand by ready to assist you. Please do not hesitate to contact them if you require further guidance or clarification. They can be reached at the following numbers:

**Procurement Performance Management Assessment Program Division:**

757-443-2061/2060/2063 or DSN 646-2061/2060/2063

**Office of General Counsel:**

757-443-1092 or DSN 646-1092

Please provide any guidance you receive along with your purchase request including the date and name of the individual you spoke with, the advice they provided to you, and any certifications or approvals required. This will help to avoid unnecessary delays in the processing of your requirement.



**DEPARTMENT OF THE NAVY**  
**FLEET AND INDUSTRIAL SUPPLY CENTER**  
**1968 GILBERT STREET**  
**SUITE 600**  
**NORFOLK, VIRGINIA 23511-3392**

**IN REPLY REFER TO:**  
**4200**  
**Code 200**  
**J&A NF-XXX**

**JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION**

1. **IDENTIFICATION OF AGENCY AND CONTRACTING ACTIVITY:** The requiring activity is the (name of requiring activity); the contracting activity is the Fleet and Industrial Supply Center, Norfolk, Contracting Department.
2. **NATURE/DESCRIPTION OF CONTRACT ACTION:** This is a sole source action to be awarded as a new GSA Schedule order and/or modification of an existing order to the (size of contractor(s)) identified in paragraph 3 below. The placement of a (firm, fixed price order OR time and material type order) is anticipated.
3. **DESCRIPTION OF REQUIRED SUPPLIES/SERVICES:** The proposed acquisition is to (reason to purchase). It is intended to acquire a (short description of supplies/services to be acquired, period of performance, and name of contractor).
4. **IDENTIFICATION OF STATUTORY AUTHORITY:** The statutory authority permitting other than full and open competition is Section 201 of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 501), as implemented by FAR 8.405-6.
5. **DEMONSTRATION OF CONTRACTOR'S UNIQUE QUALIFICATIONS OR NATURE OF ACQUISITION:** The proposed requirement is to acquire (Describe in detail reason for purchasing and why it is beneficial to the Navy). [E.g., but not all inclusive reasons: (i) Only one source is capable of responding due to the unique or specialized nature of the work; OR (ii) The new work is a logical follow-on to an existing order provided that the original order was placed in accordance with FAR 8.405-1 or 8.405-2 (excluding orders placed previously under sole source requirements); OR (iii) The item is peculiar to one manufacturer. (A brand name item, available on various schedule contracts, is an item peculiar to one manufacturer); OR (iv) An urgent and compelling need exists and following the ordering procedures would result in unacceptable delays.]
6. **CBD ANNOUNCEMENT/POTENTIAL SOURCES:** This acquisition will not be synopsized in the Government wide point of entry (GPE), per FAR 5.202(a)(4) and 8.404(a).
7. **DETERMINATION OF FAIR AND REASONABLE COST:** GSA has already determined the prices of (supplies, OR fixed-price services, OR rates for services offered at hourly rates), of the schedule contracts to be fair and reasonable. Therefore, ordering activities are not required to make a separate determination of fair and reasonable pricing. The FISC Norfolk Contracting Department Contracting Officer will determine, using the procedures in FAR 8.405, that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs. The contracting officer may, also, seek additional discounts before placing the order.
8. **DESCRIPTION OF MARKET SURVEY:** The requiring activity has conducted a market survey. The requiring activity (i.e. has determined that no other (contractors/manufacturers) can provide the required <supplies/services>). The requiring activity certifies that the requirement can be met by a commercial item and provides supporting documentation which is attached.
9. **ANY OTHER SUPPORTING FACTS:** This procurement uses a GSA Schedule and will be solicited and awarded in accordance with FAR Subpart 8.4.
10. **LISTING OF INTERESTED SOURCES:** (i.e. No other source has expressed an interest in this requirement).
11. **ACTIONS TAKEN TO REMOVE BARRIERS TO COMPETITION:** All future requirements will be handled on a case-by-case basis.

12. STATEMENT OF DELIVERY REQUIREMENTS: The resultant contract will consist of (i.e. a base year and three one year option periods). OR Delivery under the proposed contract will be required within \_\_\_\_ days after date of contract.

13. TOTAL ESTIMATED DOLLAR VALUE OF THE ACQUISITION COVERED BY THIS J&A: The total estimated dollar value of this acquisition is \$\_\_\_\_\_ which will be funded by \_\_\_\_\_ appropriation dollars.

14. REFERENCE TO THE APPROVED ACQUISITION PLAN (AP): An acquisition plan is not required for the acquisition.

15. DOCUMENTATION FOR SPARE/REPAIR PARTS: This acquisition does not include spare or repair parts.

CONTRACTING POINT OF CONTACT: The point of contact at FISC Norfolk Contracting Department, is (name), Code ( ), at DSN \_\_\_\_ - \_\_\_\_, commercial (\_\_\_\_) \_\_\_\_ - \_\_\_\_ or by e-mail at \_\_\_\_\_@navy.mil.

TECHNICAL AND REQUIREMENTS CERTIFICATION REQUIRED BY FAR 6.303-1(b)

I certify that the facts and representations under my cognizance, which are included in this justification and its supporting Acquisition Plan No. \_N/A\_ which form a basis for this justification, are complete and accurate.

TECHNICAL COGNIZANCE

(Signature)	(Title)	(Code)	(Phone)	(Date)
-------------	---------	--------	---------	--------

REQUIREMENTS COGNIZANCE

(Signature)	(Title)	(Code)	(Phone)	(Date)
-------------	---------	--------	---------	--------

CONTRACTING OFFICER CERTIFICATION REQUIRED BY FAR 6.303-2(a)(12) or FAR 8.405-6(b)(2) or FAR 13.501(a)(2)(i)

I certify that this justification, including its supporting Acquisition Plan No. \_\_\_\_\_ is accurate and complete to the best of my knowledge and belief.

(Signature)	(Title)	(Code)	(Phone)	(Date)
-------------	---------	--------	---------	--------

REVIEW BY COUNSEL FOR LEGAL SUFFICIENCY AS REQUIRED BY NMCAG G5206.303-90

PNS/NNSY \_\_\_\_\_  

(Signature)	(Title)	(Code)	(Phone)	(Date)
-------------	---------	--------	---------	--------

FISCN \_\_\_\_\_  

(Signature)	(Title)	(Code)	(Phone)	(Date)
-------------	---------	--------	---------	--------

APPROVAL AS REQUIRED BY FAR 6.304:

Contracting Officer  
(\$0 - \$500K) \_\_\_\_\_  

(Signature)	(Title)	(Code)	(Phone)	(Date)
-------------	---------	--------	---------	--------

Competition Advocate  
(over \$500K - \$10M) \_\_\_\_\_  

(Signature)	(Title)	(Code)	(Phone)	(Date)
-------------	---------	--------	---------	--------

Head of Contracting Activity  
(over \$10M - \$50M) \_\_\_\_\_  

(Signature)	(Title)	(Code)	(Phone)	(Date)
-------------	---------	--------	---------	--------

# Due dates for end of fiscal year contracting requests

Due dates for receipt of purchase or contract requirements at all Commander, Fleet and Industrial Supply Centers (COMFISCS) contracting departments has been established to ensure requirements with expiring funds are obligated prior to the end of fiscal year 2005 and to ensure commencement of requirements on Oct. 1, 2005. Adherence to these dates is critical to successfully meet customer needs:

<b>Estimated Amount</b>	<b>Type of Action</b>	<b>Due Date</b>
<\$2,500	Micropurchase per EBUSOPOFFINST 4200.1A	27 Aug 05
\$2501-\$25,000	Purchase/Delivery Orders	27 Aug 05
\$25,001-\$100,000	Purchase/Delivery Orders	13 Aug 05
\$100,001-\$1,000,000	Contract/Delivery Order	01 Jun 05
>\$1,000,000	Contract/Delivery Order	01 May 05
Any Dollar Amount	Exercise of Option/Annual Rental & Maint (ARMS)	01 Jun 05

All requisitions must clearly identify the date funds expire, either in the appropriate funding block or in the description block. Customers can assist in expediting their procurements by providing all required supporting documents with the initial procurement request. This includes, but is not limited to:

- Clear, complete Competitive Statement of Work/Specifications for Competitive Solicitation
- Suggested manufacturers and sources of supply/service
- Justification if suggested source is for use of a non-DoD contract for acquisition of supplies or services exceeding \$100,000
- Approved acquisition strategy for services exceeding \$100,000 (as required by MOPAS)
- Sole source statement or justification (if applicable)
- Lease vs. Purchase evaluation form (if applicable)
- Previous contract/delivery order number if request is in support of recurring requirement

Customer activities are encouraged to engage FISC personnel as early as possible in the acquisition process. This will ensure adequate lead-time to permit market research to locate commercially available items and services, prepare RFQ/RFPs, evaluate offers and ensure timely delivery of products and services.

Advance purchase requests must be submitted with a commitment of funds RCP or comptroller's 'promise to pay' funding letter (citing next fiscal year line of accounting) issued and signed by authorized funding authority by the due dates listed above. Such requests should include, at a minimum, the statement, "Funds are subject to the enactment of the FY06 DoD Appropriation Act or the FY06 Continuing Resolution Authority and are subject to whichever act becomes applicable." Customers are cautioned that the end of fiscal year workload will take priority, so execution of these advance procurements cannot be guaranteed.

Emergency requirements must be accompanied by an urgency statement or justification. These requirements will be processed as rapidly as possible. Expiring funds cannot be used as a reason to justify urgency.

Requirements submitted after the above due dates will be accepted on a case-by-case basis, depending on the likelihood of ability to execute by the end of the fiscal year and as approved by the director or deputy director of the FISC contracting department. However, award by end of fiscal year cannot be guaranteed. FISC Norfolk contracting department customer service numbers are as follows:

- **FISC Norfolk – (757) 443-1378 (DSN prefix 646)**

EBUSOPSOFFINST 4200.1A of 2 SEP 2003 requires use of the government-wide Commercial Purchase Card (CPC) as a method of payment for all purchases under \$2,500 unless a written determination is obtained from an SES, Flag or General officer prior to accomplishing the purchase.